

Maharaja Surajmal Institute

Dated: 24th Nov. 2017

For effective functioning of the Institute, the following committees will function with immediate effect:-

S.No	Committees	Staff Members
1.	Result Maintenance Committee [As required by different statutory bodies, GB and SMES]	Dr. Kavita Pabreja (Convenor-MSI) Result Committee Conveners of all Departments
2.	Lab Maintenance Committee Repair & Maintenance of PCs, Printers, & LCD Projectors etc).	Mr. Sundeep Kumar (Convenor) Mr. Hemender Kumar (Co-convenor)
3.	Purchase Committee	Ms. Neetu Anand (Convenor) Ms. Shikha Shokeen (Co-convenor)
4.	Library Committee	Dr. Ruchika Gahlot (Convenor) Dr. Neetu Narwal (Co-convenor) Ms. Ekta Kharbanda Dr. Vipasha Rana
5.	Publication Committee (For Creation / News Letter/ Inf. Brochure etc.)	Dr. Shavita Deshwal (Convenor) Dr.. Meenal Dahiya (Co-convenor) Dr. Usha Rani Ms. Preeti Bedi
6.	IQAC & NAAC	Prof. Harish Singh (Convenor) Dr. Rajeshwari Malik (Coordinator) Dr. Monika Davar (Coordinator) Dr. Neetu Narwal
7.	Time Table Committee	Dr. Rajeev Dahiya (Convenor-MSI) Time-Table Committee Conveners of all Departments
8.	Repair and Maintenance Committee (Building, Electric equipments, Furniture, Water coolers, Building Cleanliness / Swachh MSI, Disposal, Discard of items etc.)	Dr. Jasbir Singh (Convenor) Dr. Vivek Solanki (Co-convenor) Ms. Neeti Panwar Dr. Menal Dahiya Mr. Uday Veer Singh (Caretaker) Mr. Sudheer Bajaj (ME)
9.	Sports Committee	Dr. Vivek Solanki (Convenor) Dr. Arvind Gill (Co-Convenor)
10.	Annual Report Committee	Dr. Supriya Chaudhary (Convenor)
11.	Student's Feedback Committee	Ms. Vinita Tomar (Convenor) All Class Coordinators
12.	Moodle Committee & Google Class Room Management, Internet and Website Committee	Mr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan (Co-convenor) All Lab Assistants
13.	Research & Academic Growth Cell:- Research Journal, Research Project Proposal & Building Relationship with SIRO, Students Scholarships, FDPs, Workshops, Seminars/Conferences etc.	Prof. Harish Singh (Convenor) Dr. Rajeshwari Malik (Co-convenor)
14.	MSI Activities - Records Maintenance Including Faculty achievements record (Maintenance of records of all events of all the departments and coordinate with Suraj Sujan Coordinator)	Dr. Aarti Bahuguna (Convenor) Ms. Neetu Anand (Co-convenor)
15.	Staff Grievances and Complaints Committee	Dr. Promila Dabas (Presiding Officer) Ms. Sumita Kukreja (Co-convenor) Ms. Tarunim Sharma Mr. Manoj Kumar Mr. Paramveer Singh Ms. Pinki Rani(NGO)

Sujata

Prof. *Sujata* Singh
Director
Maharaja Surajmal Institute
C-4, Janakpuri

Sujata

S. P. SINGH
President
Memorial Education Society
C-4, Janakpuri, New Delhi-110058

16.	Student Grievances and Anti-Ragging Committee	Prof. Harish Singh (Convener) Dr. Vivek Solanki (Co-convener) Ms. Pooja Singh Ms. Preeti Bedi
17.	Cultural Committee	Ms. Asha Chaudhary (Convener) Dr. Anviti Rawat (Co-convener) Ms. Shailza Dutt Ms. Sumita Kukreja Ms. Shikha Shokeen Ms. Avantika Ms. Pooja Singh Mr. Harjender Singh Ms. Neeti Panwar Dr. Rajesh Gill
18.	Student Welfare and development [Students Cells, Alumni activities and maintenance of all students' activities record etc.]	Dr. Rajeswari Malik (Convener)
19.	Entrepreneurship Cell	Ms. Sarita Rana (Convener) Dr. Seema Shokeen (Co-convener)
20.	Committee for Governing Body and Academic committee meetings (all kind of records)	Dr. Amit Chaudhary (Convener) Dr. Preeti Malik (Co-Convener)
21.	Director's Meeting Committee	Dr. Vijeta Banwari (Convener) All HOD's + Special invitees (Members)
22.	Social Media and Relationship Committee	Ms. Taruna Tokas
23.	All inspections	Prof. Jagbir Ahlawat (Convener) All HODs (Co-Convener)
	Report preparation for <u>Joint Assessment Committee(JAC)</u>	Ms. Sumita Kukreja Ms. Tarunam Sharma
	Report preparation for <u>NIRF & AISHE (DHE)</u>	Ms. Vinita Tomar Ms. Seema Shokeen
	Report preparation for <u>Academic Audit & Survey's (if any)</u>	Dr. Anviti Rawat Dr. Lata Rani
	Report preparation for <u>State Fee regulatory Committee</u>	Mr. Kumar Gaurav Dr. Preeti Malik
	Mandatory Disclosure report	Dr. Kavita Pabreja (Convener) Administrative Officer

Note:-

1. Normal working of the faculty members will not be affected while working in these committees.
2. Concerned committee Convener can include some members as per the requirements. When Convener of the concerned committee is not available the next person will work as Convener.
3. It is the responsibility of Convener/Co-convener/members to collect the relevant information independently and verify at their end before final submission to the concerned authority and annual report committee.
4. Departmental committees will be formed by concerned HODs in consultation with Deputy Director and Director. HODs must ensure equal distribution of work on rotation basis (Alumni, Industrial Visits, Societies, Mentorship, E-Cell, Social Outreach & Innovation, etc.

Vijeta
24/11/17
(Dr. Vijeta Banwari)
Convener (Director's Meeting Committee)

J.P. Singh
24/11/17
(Prof. J. P. Singh)
Director, MSI
Prof. (Dr.) Jai Pal Singh
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-110058

Copy to:- Hon'ble Chairman Governing Body, MSI

S.P. Singh
24-11-17
S.P. SINGH
President
Surajmal Memorial Education Society
C-4, Janakpuri, New Delhi-110058